

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans
5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH
NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Keyser

PHA Number: WV010

PHA Fiscal Year Beginning: 01/2000

Public Access to Information: Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

Sheila Dyche, Executive Director
Administrative Office
440 Virginia Street, Keyser, WV 26726

Display Locations For PHA Plans and Supporting Documents: The Housing Authority Plans and Attachments are available for public inspection at the Authority's Administrative Office, 440 Virginia Street, Keyser, WV, 26726.

The Housing Authority Plan's supporting documents are available for inspection at the Authority's Administrative Office, 440 Virginia Street, Keyser, WV, 26726.

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

The mission of the Housing Authority of the City of Keyser, as adopted by the Board of Commissioners, is to aide low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to working in a manner that is consistent with ethical practices. The Housing Authority will work together with the entire community to achieve a high level of excellence.

Our mission also makes clear that the agency's role goes beyond simple housing assistance; that housing offered or provided must support families, neighborhoods and economic self-sufficiency. The Authority must make prudent use of its public funds and assure that each unit of housing provided must be at a reasonable cost to the family as well as the agency.

B. Goals

goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those hasized in recent legislation. PHAs may select any of these goals and objectives as their own, or tify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **AS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN ACHIEVING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures ld include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify e measures in the spaces to the right of or below the stated objectives.

We have also adopted the following goals and objectives for the next five years:

Goal 1: Manage the Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Objective: The Housing Authority of the City of Keyser shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. **Goals 2 and 3:** Enhance the marketability of the Authority's public housing units.

Make public housing the affordable housing of choice for the very low-income residents of our community.

Objectives: The Housing Authority of the City of Keyser shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.

The Housing Authority of the City of Keyser shall become a more customer-oriented organization.

Goals 4 and 5: Provide a safe and secure environment in the Authority's public housing developments.

Improve resident and community perception of safety and security in the Authority's public housing developments.

Objective: The Housing Authority of the City of Keyser shall refine the collaboration between the City of Keyser Police Department and this agency. The purpose of this is to fully identify and define that type and extent of crime that occurs in and near our developments and develop strategies for reducing this problem.

Goals 6 and 7: Maintain the Authority's real estate in a decent condition and in a status which will foster the highest score possible in this element of the Public Housing Assessment System.

Deliver timely and high quality maintenance service to the residents of the Keyser Housing Authority.

Objectives: The Housing Authority of the City of Keyser shall refine the process through which maintenance work orders are issued and completed, and unit and system inspections are performed.

The Housing Authority of the City of Keyser shall complete, during FY2000, a new Physical Needs Assessment for all developments and incorporate the findings into the capitol needs assessment of future Agency Plans.

Goals 8 and 9: Improve access of public housing residents to services that support economic opportunity and quality of life.

Improve economic opportunity (self-sufficiency) for families and individuals who reside in our housing. **Objective:** The Housing Authority of the City of Keyser shall refine the collaboration between agencies which provide support services and our office. The purpose of this is to fully identify and define that type and extent of services which are available to our residents.

The Housing Authority of the City of Keyser shall offer cost-free meeting space within the public housing developments as a location for the various support agencies to provide programs at a site convenient to our residents.

Annual Plan Type:

ct which type of Annual Plan the PHA will submit.

**Streamlined for High Performer
Streamlined for Small PHA**

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

This Annual Plan is based upon accomplishing our goals and objectives, thus achieving our mission. The plans, statements, budget summary, and policies set forth in the Annual Plan combine in the accomplishment of our goals and objectives. Together they constitute a comprehensive approach and are consistent with the Consolidated Plans of Hampshire, Hardy and Mineral Counties as well as the State of West Virginia.

Changes we look forward to in FY2000 include:

- Improved relationships within the community
- Home-Ownership for Section 8 families
- Customer-oriented attitudes
- Improved security
- Improved curb appeal
- Comprehensive assessment of condition of real properties

It is our hope that this first Agency Plan establishes a new management approach which will improve and increase affordable housing in our service area.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection

**Table of Contents
Annual Plan**

- Executive Summary
- Housing Needs
- Financial Resources
- Policies on Eligibility, Selection and Admissions
- Rent Determination Policies
- Operations and Management Policies
- Grievance Procedures
- Capital Improvement Needs
- Demolition and Disposition
- Designation of Housing
- Conversions of Public Housing

Home-Ownership
 Community Service Programs
 Crime and Safety
 Pets (Inactive for January 1 PHAs)
 Civil Rights Certifications (included with PHA Plan Certifications)
 Audit
 Asset Management
 Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

Admissions Policy for De-concentration
 FY 2000 Capital Fund Program Annual Statement

Optional Attachments:

PHA Management Organizational Chart
 FY 2000 Capital Fund Program 5 Year Action Plan
 Public Housing Drug Elimination Program (PHDEP) Plan

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review

Admission and Occupancy (ACOP) for Public Housing
 Administrative Plan for Section 8 Programs
 Blood Borne Disease Policy
 Capitalization Policy
 Check Signing Authorization Policy
 Criminal, Drug Treatment, and Registered Sex Offender Classification Records Management Policy
 Disposition Policy
 Drug-Free Workplace Policy
 Equal Housing Opportunity Policy
 Ethics Policy
 Facilities Use Policy
 Funds Transfer Policy
 Hazardous Materials Policy
 Maintenance Policy

Natural Disaster Response Guidelines
 Personnel Policy
 Pest Control Policy
 Procurement Policy

Applicable and On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: PHA Board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as	Annual Plan: Eligibility, Selection, and Admissions Policies

Applicable and On Display	Supporting Document	Applicable Plan Component
	implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents (check if included in the public housing A & O Policy)	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development (check here if included in the public housing A & O Policy)	Annual Plan: Rent Determination
X	Section 8 rent determination/payment standard policies (check here if included in Section 8 Administrative Plan)	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures (check here if included in the public housing A & O Policy)	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures (check here if included in Section 8 Administrative Plan)	Annual Plan: Grievance Procedures
	HUD-approved Capital Fund Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or	Annual Plan: Conversion of Public

Applicable and On Display	Supporting Document	Applicable Plan Component
	submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Housing
	Approved or submitted public housing Home-Ownership programs/plans	Annual Plan: Home-Ownership
X	Policies governing any Section 8 Home-Ownership program (check here if included in the Section 8 Administrative Plan)	Annual Plan: Home-Ownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

ed upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data
 able to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following
 e. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs.
 the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1
 , with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available
 n which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	216	216	0	0	30	4	0
Income >30% but <=50% of AMI	15	15	0	0	6	0	0
Income >50% but <80% of AMI	0	0	0	0	0	0	0
Elderly	9	9	0	0	0	0	0
Families with Disabilities	36	36	0	0	0	0	0
White/ NonHispanic	211	211	0	0	0	0	0
Black/ NonHispanic	20	20	0	0	0	0	0
Asian/ Pacific Islander	0	0	0	0	0	0	0
Hispanic/Other	0	0	0	0	0	0	0

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the City of Keyser and State of West Virginia for Year 1998
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- Other sources: Region VIII Development Plan for 1998-99

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Complete one table for each type of PHA- administered waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub- dictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List	
Waiting list type:	Public Housing

Housing Needs of Families on the Waiting List			
	# of Families	% of Total Families	Annual Turnover
Waiting list total	29		31
Extremely low income <=30% AMI	26	89.6%	
Very low income (>30% but <=50% AMI)	03	10.4%	
Low income (>50% but <80% AMI)	00	0.00%	
Families with children	20	71.3%	
Elderly families	05	17.2%	
Families with Disabilities	04	13.8%	
White/NonHispanic	24	82.7%	
Black/NonHispanic	05	17.2%	
Asian/Pacific Islander	00	0.00%	
Hispanic/Other	00	0.00%	

Housing Needs of Families on the Waiting List

Characteristics by Bedroom
Size (Public Housing Only)

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OMBHAUP 500175
Expires

Housing Needs of Families on the Waiting List

1BR

13

44.8%

Housing Needs of Families on the Waiting List

2 BR

11

37.9%

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Housing Needs of Families on the Waiting List

4 BR

03

10.3%

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Housing Needs of Families on the Waiting List			
------------------------------------------------------	--	--	--

5 BR	00	00.00%	
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Housing Needs of Families on the Waiting List

5+ BR

00

00.00%

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OMB HUD-50017

Expires: 03/31/2002

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? No

Provide a brief description of the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-districtional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type:		Section 8	
	# of Families	% of Total Families	Annual Turnover
Waiting list total	202		65
Extremely low income <=30% AMI	190	94.1%	
Very low income (>30% but <=50% AMI)	12	5.9%	
Low income (>50% but <80% AMI)	00	0.00%	
Families with children	161	79.7%	
Elderly families	09	04.5%	
Families with Disabilities	32	15.8%	
White/NonHispanic	187	92.6%	
Black/NonHispanic	15	07.4%	
Asian/Pacific Islander	00	0.00%	
Hispanic/Other	00	0.00%	
Is the waiting list closed (select one)? No			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

(1) Strategies
NEED:

Shortage of Affordable Housing For All Eligible Populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Check all that apply

Employ effective maintenance and management policies to minimize the

X

- number of public housing units off-line.
- X Reduce turnover time for vacated public housing units.
- X Reduce time to renovate public housing units.
- X Seek replacement of public housing units lost to the inventory through mixed finance development.
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources.
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Strategy 2: Increase the number of affordable housing units by:

ct all that apply

- X Apply for additional section 8 units should they become available.
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing.
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.

NEED: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

ct all that apply

X Exceed HUD

federal targeting requirements for families at or below 30% of AMI in public housing.

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance.
- X Employ admissions preferences aimed at families with economic hardships.
- X Adopt rent policies to support and encourage work.

NEED: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

ct all that apply

X Empl

oy admissions preferences aimed at families who are working.

- X Adopt rent policies to support and encourage work.

NEED: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

ct all that apply

- X Seek designation of public housing for the elderly.

- X Apply for special-purpose vouchers targeted to the elderly, should they become available.

NEED: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

ct all that apply

- X Seek designation of public housing for families with disabilities.
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing.
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
- X Affirmatively market to local non-profit agencies that assist families with disabilities.

NEED: Specific Family Types: Races or ethnicities with disproportionate housing needs.

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

ct if applicable

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

Strategy 2: Conduct activities to affirmatively further fair housing

ct all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: Table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on allowable purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
Public Housing Operating Fund	\$114,000	
Public Housing Capital Fund	\$179,680	
Annual Contributions for Section 8 Tenant-Based Assistance	\$770,670	
2. Prior Year Federal Grants, Unobligated	\$0	
3. Public Housing Dwelling Rent Income	\$136,310	Management/Maintenance
4. Other income (list below)		
Non-Dwelling Rents	\$5880	Management/Maintenance
Interest Income	\$3510	Management/Maintenance
Other Tenant Charges	\$460	Management/Maintenance
5. Non-federal sources	\$0	
TOTAL RESOURCES	\$1,210,510	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Options: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
 - X As soon as a person applies for housing.

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
 - X Criminal or Drug-related activity
 - X Rental history
 - X Housekeeping

- c. Does the PHA request criminal records from local law enforcement agencies for screening

purposes?
X Yes

- d. Does the PHA request criminal records from State law enforcement agencies for screening purposes?
X No
- e. Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
X Yes

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
X Site-based waiting lists
- b. Where may interested persons apply for admission to public housing?
X PHA main administrative office at 440 Virginia Street, Keyser, WV.
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**.
1. How many site-based waiting lists will the PHA operate in the coming year?
X 2
 2. Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
X Yes, If yes, how many lists? 2
 3. May families be on more than one list simultaneously?
X Yes, If yes, how many lists? All.
 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
X PHA main administrative office at 440 Virginia Street, Keyser, WV.

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
X 2
- b. Is this policy consistent across all waiting list types?
X Yes
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
 Yes

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
 Emergencies
 Under-housed
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)

c. Preferences

1. Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5))

Occupancy)

Yes

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Involuntary Displacement (Disaster, Government Action)

Other preferences: (select below)

Working families and those unable to work because of age or disability

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 - Date and Time

2 - Involuntary Displacement (Disaster, Government Action)

2 - Other preferences (select all that apply)

2 - Working families and those unable to work because of age or disability

2 - Those enrolled currently in educational, training, or upward mobility programs

2 - Households that contribute to meeting income goals (broad range of incomes)

2 - Households that contribute to meeting income requirements (targeting)

- 2 - Those previously enrolled in educational, training, or upward mobility programs
- 4. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to Relationship of preferences to income targeting requirements:
 - X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
 - X The PHA-resident lease
 - X The PHA’s Admissions and (Continued) Occupancy policy
 - X PHA briefing seminars or written materials
- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
 - X At an annual reexamination and lease renewal
 - X Any time family composition changes
 - X At family request for revision

(6) Deconcentration and Income Mixing

- a. Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing?
 - X No
- b. Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote de-concentration of poverty or to assure income mixing?
 - X Yes
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
 - X Employing waiting list “skipping” to achieve de-concentration of poverty or income mixing goals at all developments
 - X Employing new admission preferences at all developments
- d. Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing?
 - X Yes
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
 - X Additional affirmative marketing
 - X Actions to improve the marketability of all developments
 - X Adoption of ceiling rents for certain developments
- f. Based on the results of the required analysis, in which developments will the PHA make

special efforts to attract or retain higher-income families? (select all that apply)
X Not applicable: results of analysis did not indicate a need for such efforts in any particular development.

- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
X Not applicable: results of analysis did not indicate a need for such efforts in any particular development.

B. Section 8

Options: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
X Criminal and drug-related activity, more extensively than required by law or regulation
- a. Does the PHA request criminal records from local law enforcement agencies for screening purposes?
X Yes
- b. Does the PHA request criminal records from State law enforcement agencies for screening purposes?
X No
- c. Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
X Yes
- d. Indicate what kinds of information you share with prospective landlords? (select all that apply)
X Criminal or drug-related activity
X Name of Previous Landlords, if requested

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
X None
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
X PHA main administrative office at 440 Virginia Street

(3) Search Time

- a. Does the PHA give extensions on standard 60-day period to search for a unit?
X Yes
If yes, state circumstances below:
One 30-day extensions at a time up to a maximum of 120 days total following written request and documentation of efforts made to find housing. Additional time may be granted

to families with a member with disabilities as reasonable accommodation..

(4) Admissions Preferences

- a. Income targeting
Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
 Yes

- b. Preferences
 - 1. Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to sub-component (5) Special purpose section 8 assistance.)
 - Involuntary Displacement (Disaster, Government Action)
 - Other preferences: (select below)
 - Working families and those unable to work because of age or disability
 - Those enrolled currently in educational, training, or upward mobility programs
 - Those previously enrolled in educational, training, or upward mobility programs

 - 2. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.
 - 1 - Date and Time
 - 2 - Involuntary Displacement (Disaster, Government Action)
 - 2 - Other preferences (select all that apply)
 - 2 - Working families and those unable to work because of age or disability
 - 2 - Those enrolled currently in educational, training, or upward mobility programs
 - 2 - Those previously enrolled in educational, training, or upward mobility programs

 - 3. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
 - Date and time of application

 - 4. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
 - No such preference.

 - 5. Relationship of preferences to income targeting requirements: (select one)
 - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility,

selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- X The Section 8 Administrative Plan
- X Briefing sessions and written materials

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- X Through published notices
- X Other: Flyers, Posters in public offices/stores.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Options: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)
\$50

2. Has the PHA adopted any discretionary minimum rent hardship exemption policies?
X Yes

3. If yes to question 2, list these policies below:

The following exceptions are also approved by the Board and made retroactive to October 21, 1998:

- Family has lost eligibility or is awaiting eligibility determination for a federal, state or local assistance program.
- The family would be evicted as a result of the imposition of the minimum rent requirement.
- The income of the family has decreased because of changed circumstance, including loss of employment.
- A death in the family of a wage earner has occurred.
- Other circumstances determined by the Housing Authority or HUD.

An exception will not be provided if the hardship is determined temporary by the Housing Authority. The Authority will not evict a family for non-payment of rent on the basis of hardship if the hardship is determined by the Authority or HUD to be temporary during the 90 day period beginning upon the date of the family's request for the exemption. During the 90 day period, the family must demonstrate that financial hardship is of a long term basis. If the family demonstrates that the financial hardship is long term, the Authority shall retroactively exempt the family from the minimum rent requirement for the 90 days.

All families currently paying the minimum rent or those who should fall under the minimum rent policy in the future shall be notified of the right to request a minimum rent hardship exemption under the law and that determinations are subject to the grievance procedure. If a family requests a hardship exemption, the minimum rent requirement is immediately suspended. Suspension will take place if there is proven hardship covered by the statute and the hardship is temporary or long term.

Completion of an "Exemption Request Form" is the responsibility of the family requesting the exemption.

If the Authority determines the hardship to be temporary, minimum rent guidelines apply. The family will not be issued a 14 day notice and late charges will be waived. No legal action will be processed during the 90 day grace period. However, upon receipt of proof of sustained income, the family will be required to make repayment arrangements for the outstanding charges incurred during the grace period.

If the family demonstrates that the financial burden is long term, the Authority shall retroactively exempt the family from the minimum rent requirement. If a resident has qualified for one of the mandatory hardship provisions between 10/21/98 and the date of this resolution and was charged minimum rent, the Authority shall make reimbursement arrangements to the resident of offsetting future rent payments.

- .a. Rents set at less than 30% than adjusted income
 - 1. Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
 X Yes
 - 2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
Transition Ceiling Rents
 The *Quality Housing and Work Responsibility Act of 1998* authorizes the use of transitional ceiling rents which reflect reasonable market value of the HA's housing and are less than existing Fair Market Rents but not less than the actual operating costs of the HA's housing. Each calendar quarter, the Keyser Housing will review the impact on annual income on ceiling rents. The Authority adopted and implemented the following transitional ceiling rents:

1BR	2BR	3BR	4BR	5BR
\$281	\$348	\$460	\$525	\$604

Flat Rents

The *Quality Housing and Work Responsibility Act of 1998* authorizes the use flat rents which reflect reasonable market value of the HA's housing and are not less than the actual operating costs of the HA's housing. Each calendar quarter, the Keyser Housing will review the impact on annual income of these flat rents. The Authority adopted and implemented the following flat rents:

1BR	2BR	3BR	4BR	5BR
\$280	\$345	\$410	\$480	\$550

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- X None at this time. During FY2000, the PHA will consider exclusions for the earned income of a previously unemployed household member and for the non-reimbursed medical expenses of non-disabled or non-elderly families. These will be considered after we have assessed the impact of flat rents.
- e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- X Yes, for all developments
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- X For all developments
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)
- X Market comparability study
- X Fair market rents (FMR)
- X 75 percent of operating costs
- X 100 percent of operating costs for general occupancy (family) developments
- f. Rent re-determinations:
1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- X Any time the family experiences an increase in income increase or a change in family composition which will affect the amount of rent such as a new dependant or working family member.
- g. Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?
- X No

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- X The section 8 rent reasonableness study of comparable housing
- X The market rent survey for FMHA housing in the PHA's area.
- X Survey of rents listed in local newspaper

B. Section 8 Tenant-Based Assistance

Options: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
 - X At 100% of FMR for most bedroom sizes in all counties
 - X Above 100% but at or below 110% of FMR for two bedrooms sizes in Hampshire and Hardy Counties (due to market conditions).
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
 - X Not applicable.
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
 - X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - X Reflects market or submarket
 - X To increase housing options for families
- d. How often are payment standards reevaluated for adequacy? (select one)
 - X Annually
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
 - X Success rates of assisted families
 - X Rent burdens of assisted families
 - X Availability of appropriate Other (list below)

(2) Minimum Rent

- 1. What amount best reflects the PHA's minimum rent? (select one)
 - X \$50
- 2. Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
 - X Same as Public Housing as cited in previous section.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Options from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

X UNDER CURRENT PLAN INSTRUCTIONS WE ARE NOT REQUIRED TO COMPLETE THIS SECTION DUE TO HIGH PERFORMER STATUS.

A. PHA Management Structure

Describe the PHA's management structure and organization. (select one)

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

C.

Management and Maintenance Policies

Describe the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

6. PHA Grievance

e Policies

[24 CFR Part 903.7 9 (f)]

Options from component 6: High performing PHAs are not required to complete component 6. Section 8-only PHAs are exempt from sub-component 6A.

X UNDER CURRENT PLAN INSTRUCTIONS WE ARE NOT REQUIRED TO COMPLETE THIS SECTION DUE TO HIGH PERFORMER STATUS.

A. Public Housing

1. Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?
2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

B. Section 8 Tenant-Based Assistance

1. Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

ptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip component 8.

A. Capital Fund Activities

ptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to ponent 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

ig parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public sing developments. This statement can be completed by using the CFP Annual Statement tables provided in table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a erly updated HUD-52837.

Select one:
X

he Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

(2) Optional 5-Year Action Plan

ncies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be pleted by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template by completing and attaching a properly updated HUD-52834.

a. Is the PHA

providing an optional 5-Year Action Plan for the Capital Fund?
X Yes

b. If yes to question a, select one:

X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

licability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI /or public housing development or replacement activities not described in the Capital Fund Program Annual ement.

a... Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
X No

b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
X Not applicable

c. Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
X No
If yes, list development name/s below:

d. Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

No

If yes, list developments or activities below:

- e. Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

No

If yes, list developments or activities below:

8. Demolition and Disposition

24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

No

2. Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Not Applicable

9 Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Options from Component 9; Section 8 only PHAs are not required to complete this section.

1. Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

No

2. Activity Description

Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Not applicable

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

ptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
 No
2. Activity Description
Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.
 Not Applicable

Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

ptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)
 No
2. Activity Description
Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If

“No”, complete the Activity Description table below.)

X Not Applicable.

B. Section 8 Tenant Based Assistance

1. Does the PHA plan to administer a Section 8 Home-ownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

X The PHA will not participate during FY2000. However, the PHA will explore the final regulations and determine if HomeOwnership is viable beginning FY2001.

2. Program Description:

Size of Program

X Not Applicable.

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

X Not Applicable

- b. PHA-established eligibility criteria

X Not Applicable

12. PHA Community Service and Self-sufficiency Programs[24 CFR Part 903.7 9 (l)]

Options from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

X **UNDER CURRENT PLAN INSTRUCTIONS WE ARE NOT REQUIRED TO COMPLETE THIS SECTION DUE TO HIGH PERFORMER STATUS AND STATUS AS A SMALL PHA.**

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

B. Services and programs offered to residents and participants

(1) General

- a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that

apply)

- b. Economic and Social self-sufficiency programs
Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

(1) Family Self Sufficiency Programs

- a. Participation Description
- b. If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
X We do not currently have units with FSS funding. We have planned and are carrying out community service activities as well as programs to promote economic self-sufficiency as identified under (1) above.

3. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Options from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 / PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

X

UNDER CURRENT PLAN INSTRUCTIONS WE ARE NOT REQUIRED TO COMPLETE BECAUSE WE ARE BOTH A HIGH PERFORMER AND A SMALL PHA WHICH DOES NOT PARTICIPATE IN PHDEP.

- A. Need for measures to ensure the safety of public housing residents**
1. Describe the need for measures to ensure the safety of public housing residents (select all that apply).
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

As eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

1. Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
2. Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
3. This PHDEP Plan is an Attachment. (Attachment Filename: ____)

RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The following is the proposed Pet Policy.

1.0 PURPOSE

The purpose of this policy is to establish a comprehensive set of rules and regulations governing the maintenance of common household pets within and upon all premises owned by the Housing Authority. **Common household pet means a domesticated cat, dog, bird, and fish in aquariums.** Residents **may not maintain exotic pets** such as, but not limited to, the following: reptiles, rodents, simians, arachnids, and livestock. These definitions do not include any wild animal bird or fish. The weight of the dog or cat may not exceed twenty (20) pounds adult size. Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.

1.1 APPLICABILITY

This policy is not applicable to animals that aid persons with disabilities. We as an agency

may not have any policies affecting the use of service animals assisting persons with disabilities. This policy applies to animals residing in our housing or visiting animals. Nothing in this policy limits or impairs the rights of persons with disabilities; authorizes anyone to limit or impair the rights of persons with disabilities; or affects any authority that the PHA have to regulate service animals that assist persons with disabilities, under Federal, State, or local law. All residents must comply with local and state laws pertaining to the keeping of pets.

2.0 APPLICATION FOR PET PERMIT

Prior to maintaining any pet on the premises governed by the Authority, the resident shall apply to the Authority for a pet permit which shall be accompanied by **all** of the following:

- A current license issued by the appropriate authority, if applicable;
- Evidence from a veterinarian that the pet has been spayed or neutered, as applicable;
- Evidence from a veterinarian that the pet has received current rabies and distemper inoculations or boosters, as applicable;
- Payment of a non-refundable \$100.00 pet deposit;
- A photograph of the animal and supervisor or owner; and
- The name, address and telephone number of two (2) adult persons the Authority may contacted to either care for or remove the pet should the owner become incapacitated.

The non-refundable pet deposit is not part of the rent payable by the pet owner and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The non-refundable pet deposit shall be paid **per each separate** pet and shall not “roll-over” from one pet to a new pet. The Authority will accept a minimum payment of \$50.00 and allow residents to pay the balance in amounts not less than \$25.00 per month.

3.0 RULES OF PET MAINTENANCE

All residents with pets authorized under **Section 2.0**, shall be governed by, and comply with, the following rules:

- 3.1 Residents will update the registration information of the authorized pet each year concurrently with the resident’s annual re-examination of income and eligibility. Such registration shall include updated information on required inoculations.
- 3.2 Only one pet per household will be permitted.
- 3.3 Pets shall remain inside the resident's unit except for the purpose of exercise and the dropping of waste. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult member of the resident household. No animal shall be permitted to be loose in lobby areas, community rooms, yards, play areas or other common areas of the housing development.
- 3.4 Residents are solely responsible for cleaning up pet droppings inside or outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
- 3.5 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- 3.6 Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian

- must occur prior to the Authority issuing a pet registration permit.
- 3.7 If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.
 - 3.8 Visitors are not allowed to bring pets and the residents shall not engage in "pet-sitting."
 - 3.9 Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
 - 3.10 Residents are responsible for all damages caused by their pets, including the cost of cleaning or fumigation of units. The cost of repairs and/or sanitation will be charged in accordance with the Schedule of Repairs, posted in the Housing Authority's office, and will be due in accordance with the lease agreement.
 - 3.11 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include, but not be limited to, barking, howling, chirping, biting, scratching and other like activities.
 - 3.12 Dogs and cats must be licensed yearly and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
 - 3.13 All dogs and cats must be spayed or neutered, as applicable.
 - 3.14 Vicious or intimidating dogs, or dogs which disturb, interfere, or diminish the peaceful enjoyment of the pet owner's neighbors or other residents will not be allowed. If the owner does not remove the dog, the Authority will do so.
 - 3.15 The owner of a cat shall feed the animal at least once a day; provide a litter box inside the dwelling unit; clean the litter box at least twice a week and take the animal to a veterinarian at least once a year. The owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a closed trash container outside the residence.
 - 3.16 The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings immediately and take the animal to a veterinarian at least once per year. The owner shall dispose of droppings immediately in a closed trash container outside of the residence.
 - 3.17 Birds must be confined to a cage at all times, including inside the resident's

unit.

4.0 ENFORCEMENT

The privilege of maintaining a pet in a facility owned by the Authority shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to the procedures set forth in paragraphs 4.1 through 4.4 below, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation. Should a breach of the rules set forth above occur, the Authority may also exercise any remedy granted it in accord with appropriate state and local law, including termination of the lease.

4.1 NOTICE OF PET RULE VIOLATION

If the Authority determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets, the Authority shall deliver to the resident a written notice of pet rule violation. Such written notice shall:

- . Contain a brief statement of the factual basis for the determination and the pet rule or

- rules alleged to be violated;
- State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or make a written request for a meeting to discuss the violation;
 - State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 - State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

4.2 PET RULE VIOLATION MEETING

If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting but not later than 15 days from the effective date of service of the notice.

At the pet rule violation meeting, the pet owner and Authority shall discuss any alleged pet rule violation and attempt to correct it. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation

4.3 NOTICE OF PET REMOVAL

If both parties are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph 4.2 of this section, the Authority may serve a written notice on the pet owner in accordance with paragraph 4.4 below, or at the pet rule violation meeting, if appropriate, requiring the pet owner to remove the pet. The notice must:

- Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
- State that the pet owner must remove the pet within 10 days of the effective date of service of the notice of pet removal (or the meeting, if notice is served at the meeting); and
- State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

4.4 PROCEDURES TO REMOVE A PET OR TERMINATE TENANCY

The Authority may not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless:

- The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this section, including any additional time permitted by the owner; and
- The pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.

The Authority owner may initiate procedures to remove a pet at any time, in accordance with the provisions of applicable State or local law.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
 Yes
2. Was the most recent fiscal audit submitted to HUD?
 Yes
3. Were there any findings as the result of that audit?
 No
4. If there were any findings, do any remain unresolved?
 No
5. Have responses to any unresolved findings been submitted to HUD?
 Not Applicable.

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Options from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component..

- UNDER CURRENT PLAN INSTRUCTIONS WE ARE NOT REQUIRED TO COMPLETE BECAUSE WE ARE BOTH A HIGH PERFORMER AND A SMALL PHA.**
1. Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
 2. What types of asset management activities will the PHA undertake? (select all that apply)
 3. Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
 No
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 No Comments received from Board
 Comments received from individual residents. These provided below:
 1. Two residents provided written comment that simply stated their interest in serving as a Resident Board Member.
 2. One resident provided written comment that he was happy with the management and maintenance of the development but thought a curfew would be a good idea.

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - Other: (list below)
Contacted local Police Department regarding enforcement of city-wide ordinance against noise after certain evening hours.

B. Description of Election process for Residents on the PHA Board

1. Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- A resident board member is defined by the *Act* as a member of the governing board who is directly assisted by that public housing agency as a resident of public housing or a participant in the tenant-based section 8 program. The first seat on the governing board that becomes open on or after October 1, 1999, must be filled by a resident board member. Previous experience with resident elections demonstrated a lack of interest in administrative matters by the majority of residents and the HA determined not to provide for an elected resident board member. Therefore, the HA shall poll all eligible households for persons interested in serving as a resident board member and shall submit to City Council a list of all respondents for Council's selection and subsequent appointment of one such eligible person (as required under 964.440).
2. Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
- No
3. a. Description of Resident Election Process
- Not Applicable.
- b. Eligible candidates: (select one)
- Any adult recipient of PHA assistance
- a. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement. (Copy questions as many times as necessary.)

1. Consolidated Plan jurisdiction: (provide name here)
- City of Keyser, WV
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the

- Consolidated Plan agency in the development of the Consolidated Plan.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- 3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - X Application for Small Cities Block Grant Funds
 - X Increase Police Patrol
 - X Additional Street Lighting

- 1. Consolidated Plan jurisdiction: (provide name here)
 - X Mineral County, WV

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- 3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - X Small Cities Block Grant Application

D. Other Information Required by HUD

this section to provide any additional information requested by HUD.

Attachments

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	10000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	11300
8	1440 Site Acquisition	
9	1450 Site Improvement	77840
10	1460 Dwelling Structures	32920
11	1465.1 Dwelling Equipment-Nonexpendable	33300
12	1470 Nondwelling Structures	14317
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	179677
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	8000
24	Amount of line 20 Related to Energy Conservation Measures	42920

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
WV15P010001	General Administration	1410	10000
WV15P010001	Architect/Engineer Fees	1430	11300
WV15P010001	Sidewalk Repair/Replacement	1450	9540
WV15P010001	Retaining Wall Repair	1450	6370
WV15P010001	Re-seed Bare Grass Areas	1450	2100
WV15P010001	Replace Drought-killed Shrubs	1450	4900
WV15P010001	Scrape/Caulk Windows	1460	21450
WV15P010001	Scrape/Caulk Doors	1460	6270
WV15P010001	Pressure Wash Ext Siding	1460	11440
WV15P010003	Add Attic Insulation	1460	5200
WV15P010001	Replace 70 HWH	1470	17500
WV15P010001	Replace 20 Ranges	1470	5800
WV15P010001	Replace 20 Refrigerators	1470	10000
WV15P010001	Replace Fence/Paint Rails	1450	3520
WV15P010001	Repair Trash Enclosures	1450	3800
WV15P010001	Upgrade Wiring/Client Privacy	1470	14317

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
WV15P010001	September 30, 2000	December 31, 2000
WV15P010003	September 30, 2000	December 31, 2000

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

OPTIONAL CAPITOL IMPROVEMENT PLAN

The Quality Housing and Work Responsibility Act of 1998 requires that we set forth in our Annual Plan a Capital Improvement Plan. Attached are Exhibits which outline our Capitol Improvement Plan for FY2000 and funding required. A funding Exhibit is attached for each development.

The prioritization decisions we have made were extremely difficult to make, but are in the best interest of our residents and the community.

This Plan is based on the best information that was available to the Housing Authority at the time of preparation. Please note, that because we do not know the exact amount of Capital Funds that will be available for our use in the FY2000 the needs we currently outlined may greatly exceed the resources we will have to meet these needs. When more complete information is available from the U.S. Department of Housing and Urban Development regarding Capitol Fund monies, we may will make required revisions to this Plan.

Description of Needed Physical Improvements or Management Improvements

<u>PRIORITY</u>	<u>DESCRIPTION OF WORK</u>
1.	SIDEWALK REPAIR AND REPLACEMENT
2.	SITE DRAINAGE AND STAIR REPAIR.
3.	RETAINING WALL REPAIR.
4.	RE-SEED BARE GRASSED AREAS.
5.	REPLACE DROUGHT-KILLED SHRUBS AND TRESS.
6.	SCRAPE AND CAULK ALL EXTERIOR DOORS.
7.	SCRAPE AND CAULK ALL WINDOWS.
8.	PRESSURE WASH SIDING.
9.	ADD ATTIC INSULATION TO 5 UNITS.
10.	REPLACE ALL AGED HOT WATER TANKS.
11.	REPLACE 20 RANGES.
12.	REPLACE 20 REFRIGERATORS.
13.	REPLACE RUSTED FENCE & PAINT RAILS.
14.	REPAIR TRASH ENCLOSURES.
15.	UPGRADE WIRING, REMODEL SHOP FOR CLIENT PRIVACY.

EXHIBIT TO CAPITOL IMPROVEMENT PLAN FOR FY2001-2004

FY2001:

- a. INSTALL A/C IN ALL UNITS.
- b. BUILD SHOP/STORAGE ADDITION TO GARAGE.
- c. ADD SECURITY LIGHTS.

FY2002:

- a. REPLACE ALL AGED KITCHEN CABINETS AND COUNTER TOPS, 70 UNITS
- b. REPLACE AGED RANGES.
- c. REPLACE AGED REFRIGERATORS.

FY2003:

- a. REPLACE DAMAGED BATH SUB-FLOORING & VINYL,
- b. REPLACE HOUSE NUMBERS AND MAIL BOXES, 70 UNITS
- c. PAVE PORTION OF ALLEY NOT ABANDONED BY CITY (165' X 8')
- d. BEGIN REPLACEMENT DETERIORATING SIDEWALKS @ (200 LF X 4' PER YEAR)
- e. REPLACE ALL DAMAGED PRIME DOORS
- f. SCRAPE, PAINT PORCH COLUMNS AND EXTERIOR DOORS
- g. SCRAPE, PAINT FIRE ESCAPE DECKS, RAILS, STEPS
- h. REPLACE ALL STORM DOORS.
- i. REPLACE CARPET IN COMMUNITY BUILDING, 100 SQ YDS
- j. REPLACE FURNISHINGS COMMUNITY BUILDING
- k. REPLACE MEDICINE CABS IN ALL UNITS, 70
- l. REPLACE KITCHEN LIGHTS IN ALL UNITS, 79
- m. BEGIN REPLACEMENT OF WEARING PARTS IN ALL FURNACES, 15% PER YEAR = 13 PER YEAR
- n. ADD SHUTTERS, 126 PRS
- o. REPLACE COMPUTERS/PRINTERS/XEROX/MAINTENANCE EQUIPMENT
- p. REPLACE ALL PERIMETER FENCING (690 LF X 3'H)
- q. SEAL ALL ASPHALT SURFACE IN PARKING LOTS (20500 SF)
- r. APPLY ASPHALT WEARING COURSE ON ALL PARKING AREAS (20500 SF)

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
WV15P010001	Harley O Staggers Homes	2000	3%
WV15P010003	Keyser Rehab - Phase I		0%
WV15P010004	Gardner Homes		0%
WV15P010005	Ward Street		0%

